



New Jersey Department of Environmental Protection  
NOTICE OF VACANCY  
Posting Number: NHR2016-08

(X) DIVISION/PROGRAM                      (X) DEPARTMENT                      (X) STATEWIDE

TITLE: Auditor Accountant Trainee                      SALARY: (P95) \$41,230.15 (Non-negotiable)  
OPENING DATE: November 3, 2016                      CLOSING DATE: November 22, 2016  
EXISTING VACANCIES: One (1)                      WORKWEEK: 35 Hour Workweek

PROGRAM/LOCATION:                      DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Division of Fish and Wildlife  
Office of Business Administration  
501 East State Street, 3<sup>rd</sup> Floor  
Trenton, New Jersey 08625

**DESCRIPTION:** Does the work, as a trainee and productive worker, involved in making field and office audits, and/or in keeping financial records and reports in a state department, institution, or agency; does related work.

**SPECIFIC TO THE POSITION:** The candidate selected for this position will be required to assist the Division’s accountant in the day-to-day financial functions and operations which include but are not limited to preparing cash receipts, checking invoices, vendor payments, processing electronic payments, maintaining financial records, generating and preparing reports and tracking of financial resources, revenues and appropriations. Individual will become familiar with budgeting processes, prepare spreadsheets and work with various agents of the state. Excellent analytical and communication skills are required.

**PREFERRED SKILL SET(S):**  
Bachelors in Accounting, Finance or Financial Management;  
Familiarity with the New Jersey Comprehensive Financial System (NJCFS) System a plus;  
Familiarity with the State’s procurement process a plus;  
Familiarity with EXCEL and/or SAP Business Objects Software a plus;

**REQUIREMENTS:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting.  
**NOTE:** Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

**NOTE:** All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Failure to comply will this requirement may result in ineligibility.

**License:** Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

**RESIDENCY:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act”.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

**NOTE:** Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. Applicants must submit a copy of their transcripts when applying.

**SCOPE OF ELIGIBILITY:** Open to eligible candidates who meet the requirements.

**SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:**

Karen Funari  
Natural and Historic Resources Program  
PO Box 420; Mail Code 501-03  
Trenton, NJ 08625-0420  
E-mail Address: [NHR.Resumes@dep.nj.gov](mailto:NHR.Resumes@dep.nj.gov)  
Fax Number (609) 984-0836

**POSTING AUTHORIZED BY:**                      Lori Worth, Manager  
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities  
New Jersey Department of Environmental Protection is an Equal Opportunity